

Dear Parents,

August 2009

Thank you for participating in the St. Cyril School PALS-sponsored Lunch program, a service provided by the PALS Board and designed to add some variety to your student's lunch. We do our best to choose nutritious, well-balanced meals at a reasonable price. Finding meals that appeal to students in grades K-8 is challenging. Being able to serve them in less than an hour is even more so. For the 2009-10 school year we are excited to be bringing back some familiar favorite vendors, along with a couple of new ones. This format will offer school lunches that are healthy, well balanced and high in quality, as well as appealing and satisfying to the students. The Lunch Program is available Monday through Friday. If there is a lunch that does not fit your needs, please send your child with a lunch from home on that day. Please note that on half days with a 12:15pm dismissal, there will be no lunch period.

**Lunches will be served beginning August 24.** August and September lunch order forms are included with this letter – one per student. These order forms need to be turned in **NO LATER THAN the first day of school, August 17.** The turn-around time for order payment reconciliation and lunch order entry is very short. Therefore, lunch orders for August and September will NOT be accepted after 12:15 PM on MONDAY, AUGUST 17.

Some important points to remember:

- Please pay attention to the deadline for turning in orders. Typically, you will have 2 weeks from the time you receive the order form to the time the completed form and payment are due back in the office. This same information is accessible at [www.stcyril.com/lunch](http://www.stcyril.com/lunch). From this site, you will be able to print lunch order forms, confirm the dates due back to school, and check the status of lunch orders (the password is "cougar"). There is a chain of events to provide an entire month's worth of lunches; late orders straggling in interfere with this process. Please do not put Office Staff or Lunch PALS in a difficult position by asking them to accept a late order.
- Please take the time to fill the orders out correctly and thoroughly. Make sure to fill out the form with student name and grade. Double-check your math (or your child's math!). Order forms received with insufficient payment will be returned. Mark your lunch choices on the bottom half of the form; cut off and retain for your reference.

Thanks so much for your support and cooperation,  
St. Cyril School PALS Board and PALS Lunch Crew

## 2009-2010 LUNCH ORDERING PROCESS

Following is an explanation of the school lunch ordering processes, guidelines and lunch order turn-in dates.

- Lunches are \$3.50 each
- One order form per child
- Extra order forms are available in the school office up until the due date or you may print off the lunch web-site, [www.stcyril.com/lunch](http://www.stcyril.com/lunch).
- One check per family payable to St. Cyril
- No credit for missed lunches for any absence – check calendars for field trips, family vacation, etc. before turning in orders
- Keep the bottom portion of the form for your records
- Your order may also be checked online at [www.stcyril.com/lunch](http://www.stcyril.com/lunch). Password is “Cougar”
- Orders submitted with errors will be returned to the family
- Late orders will not be accepted. Please do not put Office Staff or Hot Lunch PALS in a difficult position by asking them to accept a late order.

### DATES FOR 2009-2010 LUNCH ORDERS

<u>MONTH</u>	<u>ORDER FORM IN SCHOOL EXPRESS</u>	<u>ORDER FORM DUE</u>
<b>August</b>	August 8/9 in summer packet	August 17
<b>September</b>	August 8/9 in summer packet	August 17
<b>October</b>	September 9	September 23
<b>November</b>	October 7	October 21
<b>December</b>	November 4	November 18
<b>January</b>	December 2	December 16
<b>February</b>	January 6	January 20
<b>March</b>	February 3	February 17
<b>April</b>	March 10	March 24
<b>May</b>	March 31	April 21

Last lunch for the school year will be served on **Wednesday May 26, 2010**. This information is also available on the lunch page of the St. Cyril web-site at [www.stcyril.com/lunch](http://www.stcyril.com/lunch) (password is cougar).

Thank you,  
Renee Sayre  
PALS Lunch Coordinator